



CREATING A MATERIAL

Learning Fundamentals - System Administrator Training

A material is a training type that can be used to manage the various assets maintained in an organization. A material can be a website URL or an uploaded file such as an image, text document, or presentation document.

To create a Material navigate to:

ADMIN > TOOLS > LEARNING > CATALOG MANAGEMENT > MATERIALS

1

Select the **Create Materials** button

The screenshot shows a user interface with a 'Create Material' button highlighted. Below it is a table listing existing materials with columns for Version, Language, Effective Date, Created By, Active status, and Options.

| | Version | Language | Effective Date | Created By | Active | Options |
|---------|---------|--------------|----------------|---------------------|--------|---------|
| orate | 2.0 | English (US) | 7/7/2017 | Carter, Jessica | ✓ | |
| atement | 1.0 | English (US) | N/A | Rack, Kathryn | ✓ | |
| | 3.0 | English (US) | 6/26/2017 | Carter, Jessica | ✓ | |
| | 1.0 | English (US) | N/A | Cooper, Clarisse | ✓ | |
| | 1.0 | English (US) | N/A | Baker, Paul | ✓ | |
| | 1.0 | English (US) | N/A | Albright, Christina | ✓ | |
| | 3.0 | English (US) | 12/8/2016 | Rack, Kathryn | ✓ | |
| | 1.0 | English (US) | N/A | Baker, Paul | ✓ | |
| | 3.0 | English (US) | 10/22/2018 | Rigg, Sara | ✓ | |
| | 1.0 | English (US) | N/A | Rack, Kathryn | ✓ | |
| | 2.0 | English (US) | 12/8/2016 | Rack, Kathryn | ✓ | |
| | 1.0 | English (US) | N/A | Cooper, Clarisse | ✓ | |
| | 1.0 | English (US) | N/A | Cooper, Clarisse | ✓ | |
| | 1.0 | English (US) | N/A | Albright, Christina | ✓ | |

2

From the **General** page enter the **Title**, **Description**, **Material Type**, **Provider**, and other information.

The screenshot shows the 'General' page for creating a material. It includes fields for Title, Material Type, Provider, Training Hours, Description, Resources, Keywords, Available Languages, Default Language, Subjects, and Credits.

Material Details

- Title**: [Text Input Field]
- Material Type**: [Select Material Type]
- Provider**: [Select Provider]
- Training Hours**: [0] hours [0] minutes
- Description**: [Text Area]
- Resources**: + Add Attachment
- Keywords**: [Text Input Field]
- Available Languages**: [English (US)]
- Default Language**: English (US)
- Subjects**: + Add Subject
- Credits**: [0]



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3

Choose whether the **Material Source** is a **URL** or a **file**.

4

From the **Availability** page select which users can access the training.

5

From the **Emails** page select the emails settings to determine notifications. Select **Save** to finalize.

Materials can be searched by or assigned to users. The materials can be launched from the Transcript and Marked Complete after review.